

ANR PROCEDURES

MAKE AN APPOINTMENT WITH THE PLANNING BOARD OFFICE. CONTACT THE ADMINISTRATIVE ASSISTANT AT 978-582-4147 extension 5, TO SCHEDULE AN APPOINTMENT TIME FOR PRESENTATION BEFORE A SCHEDULED PLANNING BOARD MEETING.

IN ADDITION TO PRESENTING ITEMS LISTED BELOW AT THE BOARD MEETING, ALL ITEMS (EXCEPTING #8. WHICH MUST BE SUBMITTED AT TIME OF PRESENTATION TO THE BOARD) ARE ALSO TO BE SENT IN HIGH RESOLUTION PDF TO plans@lunenburgonline.com BY 4:00 PM THE WEDNESDAY PRIOR TO THE MONDAY BOARD MEETING.

ITEMS REQUIRED FOR PRESENTATION:

1. COMPLETED COMPLIANCE LETTER FROM THE BOARD OF HEALTH
2. ONE PINK FORM (OR MARKED AS SUCH) FOR THE TOWN CLERK
3. ONE (1) MYLAR
4. SEVEN (7) COPIES OF THE ABOVE PLAN
5. ONE (1) TOPOGRAPHY/CONTOUR PLAN
6. ORIGINAL AND SEVEN (7) COPIES OF FORM A
7. CURRENT ABUTTERS' LIST OBTAINED FROM ASSESSOR'S OFFICE
8. CHECK MADE OUT TO THE TOWN OF LUNENBURG

* (IF PRESENTER IS OTHER THAN THE OWNER OF RECORD,
A NOTARIZED FORM MUST BE FILLED OUT.)

**APPLICATION FOR ENDORSEMENT
OF PLAN BELIEVED NOT TO REQUIRE APPROVAL**

(Form A)

The undersigned, believing that the accompanying plan of his/her/their property in the Town of Lunenburg does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that Planning Board approval under the Subdivision Control Law is not required.

Date: _____

Name of Applicant(s)/Owner(s): _____

Applicant(s) Address: _____

Telephone # (Home): _____ (Work): _____

Address of Property (if not same as above): _____

Presenter's Name (if not same as above): _____

Presenter's Address : _____

Telephone #: _____

Deed of Property as recorded in the Northern Worcester County Registry of Deeds:

Plan Book _____ Page # _____

Location of Property by physical boundaries or landmarks/other: _____

Signature of owners(s): _____

Signature of Applicant(s): _____

Signature of Agent: _____

(If applicable - Letter or other documentation designating authorization of agent/presenter)

Note: Necessary evidence to show that the plan does not require approval must be filed with this application.

PLANNING BOARD PROCEDURE FORM FOR SINGLE LOTS
(SUBDIVISION CONTROL NOT REQUIRED)
ANRs- APPROVAL NOT REQUIRED

Date: _____

Applicant's/Owner's Name: _____

Presenter's Name (if not same as above): _____

Address of Owner: _____

Address of Property **if not** same as above: _____

Description by physical boundaries or landmarks/other: _____

Telephone: (Home)_____ (Work)_____

Date requested:_____ Purpose/reason for Appointment: _____

Requirements:

Plans may be submitted only at a scheduled meeting of the Planning Board. Bring the following with you to the meeting.

In addition to presenting items below at the Board meeting, all items (excepting #8, which must be submitted at time of presentation to the Board) are also to be sent in high resolution PDF to plans@lunenburgonline.com **by 4:00 PM the Wednesday prior to the Monday Board meeting.**

1. Signed compliance letter from the Board of Health.
2. Pink Form - "Notice to Town Clerk."
3. One (1) Mylar Plan prepared by a Registered Land Surveyor.
4. Seven (7) paper copies of the above plan.
5. One (1) Topography/Contour Plan.
6. Original and seven (7) copies of Form A.
7. A current abutters' list obtained from the Board of Assessor's office.
8. Check for fee, made out to the "**Town of Lunenburg.**"

Important: **Appointment for presentation to the Board is to be made by 4:00 PM, the Wednesday prior to the scheduled Monday meeting.** The Planning Board meets the 2nd and 4th Monday of each month. Both meetings (unless noted otherwise) are televised and held in the Joseph F. Bilotta meeting room at Town Hall, 17 Main Street. All public hearings are televised and held in the Joseph F. Bilotta room at Town Hall. All meetings begin at 6:30 PM.

Appointment time: _____

Signature of Owner(s): _____

Date: _____

To the Lunenburg Planning Board:

The following applicant(s):

wish to submit to the Lunenburg Planning Board an Application for Endorsement of a Plan Believed Not to Require Approval.

I/we, the undersigned, give full permission to _____
to act as our agent and he/she has full permission to present an ANR (Approval Not Required) plan for me/us for the property located at:

Signature of owner(s): _____

Plan Book: _____ Page #: _____
(As recorded in the Northern Worcester County Registry of Deeds)

Notarization Required

THIS FORM IS PINK

WRITTEN NOTICE TO TOWN CLERK
TOWN HALL
LUNENBURG, MA

You are hereby notified, in accordance with Sections 81S and 81T of Chapter 41 of the General Laws, that the plan described below was submitted to the Lunenburg Planning Board on _____ (date). (Upon endorsement by the Planning Board, the completed Form A will be provided to the Town Clerk.)

Description of land to which plan relates:

A. Plan Believed Not to Require Approval (Planning Board Meeting)

B. Preliminary Subdivision Plan

C. Definitive Subdivision Plan

Owner of Land: Name: _____

Address: _____

Name of Subdivision, if applicable: _____

Signature(s) of Owner(s): _____

BOARD OF HEALTH COMPLIANCE

Date:_____

To the Lunenburg Planning Board:

The accompanying ANR Plan has met all necessary Board of Health requirements for land division.

Board of Health Endorsement